APPENDIX VI – 33
TUSD - DAEP REFERRAL PROCESS

**Day 1**
- Possible long-term Suspension
- Level 4 & 5: Administrator (Point of contact) notifies DAEP Principal <Israel.MaciasReyes@tusd1.org> and Director
- LSC gathers student work
- Israel notifies DAEP Team and DAEP Team gathers student information
- Transition Specialist Lee Johnson <Lee.Johnson@tusd1.org> communicates with site contact

**Day 2**
- Transition Specialist contacts parents - (program information and orientation date)
- DAEP team member meets on site with referring administrator and ELD/EE casemanager if needed to develop "Wrap Plan of Intervention".

**Day 3**
- Orientation meeting at DAEP site
- Hearings can be scheduled beginning on this day.

**Day 4**
- Student Restorative Profile Interview conducted by DAEP Team

**Day 5**
- Hearing
- Long term reassignment

Site administrator sends DAEP Referral Form to Charlotte Brown, Israel Macias-Reyes and Lee Johnson (Ex Ed Form= add Greer Martin-Parish & Rachel Sager. DAEP consults parents). CODE PROPERLY IN MOJAVE = ISI to ISI/Reassignment to another class DAEP = DAEP/Reassignment to another school

**NEW**
- DAEP Administration will now RECODE ALL STUDENT actions from Long Term Suspension to: DAEP / Reassignment to another school.

TUSD - DAEP REFERRAL PROCESS

RE-ENTRY STEPS

To continuously build principal/student relationships, it is highly expected for the school principal to visit their students at DAEP at least 3 days prior to re-entry to school site.

6 Days Prior - DAEP team contacts site administrator: Return Date - Request to notify teachers, ExEd, & Student Services

5 Days Prior - DAEP reminds MTSS team of meeting at 3 days prior - meeting arranged after 2:00 pm for DAEP staff to attend

2 Days Prior - Meet with parent, student and site contact at DAEP site = Transition Goals & Family Resources. School contacts parent for campus procedure & meeting room.

1 Day Prior - END OF SUSPENSION - Student reports to school office and will be escorted to ISI to meet with site personnel.

DAEP staff checks on student transition/progress = weekly for 1 month plus a minimum of two site visits